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January 11, 2008

NEW MEXICO BULLETIN NO. 360-8-06

SUBJECT: PER – MANDATORY CIVIL RIGHTS TRAINING (2007)

TO: All Employees

DUE DATE: FEBRUARY 29, 2008

Purpose. To advise all employees of the mandatory Civil Rights Training and the completion date.

Expiration Date. July 31, 2008

The Office of the Assistant Secretary for Civil Rights, in conjunction with the Forest Service, has developed two web-based, interactive courses in AgLearn on “**Prevention of Reprisal**” and “**USDA Reasonable Accommodation Procedures**” in order to satisfy the mandatory civil rights training requirement for 2007. All USDA employees must complete this training by the February 29, 2008 deadline.

Employees will find the courses in their learning plans on AgLearn. If you do not have access to AgLearn, please obtain a CD-ROM containing the training modules from your Agency Civil Rights Director. If you encounter any screen magnifier or access-related issues with this training, please contact Jerry Hancock, Human Resources Specialist, at (505) 761-4486 or via email at gerald.hancock@nm.usda.gov.

/s/

DENNIS ALEXANDER
State Conservationist